

CHAPTER IX

DISPOSAL AND DESTRUCTION

9-100 Policy

Documentary record information originated or received by a DoD Component in connection with the transaction of public business, and preserved as evidence of the organization, functions, policies, operations, decisions, **procedures, or** other activities of any U.S. Government department or agency or because of the informational value of the data contained therein, may be disposed of or destroyed only in accordance with DoD Component record management regulations. Nonrecord classified information, and other material of similar temporary nature, shall be destroyed when no longer needed under procedures established by the head of the cognizant DoD Component. These procedures shall incorporate means of verifying the destruction of classified information and material and be consistent with the following **requirements**.

9-101 Methods of Destruction

Classified documents and material shall be destroyed by burning or, with the approval of the cognizant DoD Component head or designee, by melting, chemical decomposition, pulping, pulverizing, cross-cut shredding, or mutilation sufficient to preclude recognition or reconstruction of the classified information. (Strip shredders purchased prior to the effective date of this Regulation may continue to be used but only in circumstances where reconstruction of the residue is precluded. Shredding significant amounts of unclassified material together with classified material normally will meet this requirement.)

OSD COMPONENTS SHALL USE ONLY **THE** PENTAGON CENTRAL DESTRUCTION FACILITY.

9-102 Destruction Procedures

a. Procedures shall be instituted that ensure all classified information intended for destruction actually is destroyed. Destruction records and imposition of a two-person rule, that is, having two cleared persons involved in the entire destruction process, will satisfy this requirement for Top Secret information. Imposition of a two-person rule, without destruction records, will satisfy this requirement for Secret information, as will use of destruction records without imposition of the two-person rule. Only one cleared person needs to be involved in the destruction process for Confidential information.

b. When burn bags are used for the collection of classified material that is to be destroyed at central destruction facilities, **such** bags shall be controlled in a reamer designed to minimize the possibility of their unauthorized removal and the unauthorized removal of their classified contents prior to actual destruction. When filled, burn bags shall be sealed in a manner that will facilitate the detection of any tampering with the bag.

c. Procedures to ensure that all classified information intended for destruction actually is destroyed, other than those in paragraphs a. and b., above, shall be submitted to the DoD Component's senior **official** (subsections 13-301 and 13-302) for approval.

9-103 Records of Destruction

a. Records of destruction are required for Top Secret information. The record shall be dated and signed at the time of destruction by two persons cleared for access to Top Secret information. However, in the case of Top Secret information placed in burn bags for central disposal, the destruction record may be signed by the officials when the information is so placed and the bags are sealed. Top Secret burn bags shall be numbered serially and a record kept of all subsequent handling of the bags until they are destroyed. This record may be in lieu of actual burn bag receipts and shall be maintained for a minimum of 2 years.

1. TOP SECRET DOCUMENTS, ENCLOSURES, AND ATTACHMENTS SHALL BE RECORDED **INDIVIDUALLY** AND IDENTIFIED ON SD FORM 188, REQUEST FOR AND CERTIFICATION OF CLASSIFIED MATERIAL.

2. SD FORM 188 SHALL BE SERIAL NUMBERED IN CALENDAR YEAR SERIES. WHEN SEVERAL PAGES ARE PREPARED AT ~~ONE~~ TIME, **ONLY THE** LAST PAGE NEEDS TO BE SIGNED BY THE OFFICIALS CONCERNED WITH DESTRUCTION. ALL PRECEDING PAGES SHALL BE INITIALED BY THE OFFICIALS. THE REMARK "NOTHING FOLLOWS" SHALL BE ENTERED ON THE FIRST LINE FOLLOWING THE LAST ENTRY ON THE CERTIFICATE.

3. COMPLETION OF THE "SIGNATURE OF CUSTODIAN" BLOCK OF SD FORM 188 SHALL BE ACCOMPLISHED BY THE PERSON PLACING THE TOP SECRET DOCUMENT IN THE BURN BAG. **THE "SIGNATURE** OF DESTROYING OFFICER(S) " BLOCK SHALL BE ACCOMPLISHED BY THE PERSON SEALING THE BURN BAG .

b. Records of destruction of Secret and Confidential information are not required except for NATO Secret and some limited categories of specially controlled Secret information. When records of destruction are used for Secret information, only one cleared person has to sign such records. (DoD Directive 5100.55 (reference **(ee)**) provides guidance on the destruction of NATO classified material.)

c. Records of destruction shall be maintained for 2 years.

9-104 Classified Waste

Waste material, such as handwritten notes, carbon paper, typewriter ribbons, and working papers that contains classified information must be protected to prevent unauthorized disclosure of the information. Classified waste shall be destroyed when no longer needed by a method described in subsection 9-101. Destruction records are not required.

9-105 Classified Document Retention

a. Classified documents that are not permanently valuable records of the government shall not be retained more than 5 years from the date of origin, unless such retention is authorized by and in accordance with DoD Component record disposition schedules.

b. Throughout the Department of Defense, the head of each activity shall establish at least one clean-out day each year where a portion of the work performed in every office with classified information stored is devoted to the destruction of unneeded classified holdings.

THE HEAD OF THE OSD COMPONENTS SHALL DETERMINE THE SPECIFIC DATE(S) FOR ANNUAL REVIEWS OF CLASSIFIED DOCUMENTS. ALL CLASSIFIED FILES MUST BE REVIEWED BY THE END OF THE CALENDAR YEAR.

9-106 DESTRUCTION PROCEDURES

a. PREPRINTED RED AND WHITE STRIPED BAG SHALL BE USED FOR THE PACKAGING OF CLASSIFIED MATERIAL FOR DESTRUCTION. IF THESE BAGS ARE UNAVAILABLE, PLAIN BROWN BAGS SHALL BE MARKED WITH BOLD RED STRIPES AND USED AS A SUBSTITUTE. THESE BAGS SHALL NOT BE USED TO PACKAGE CLASSIFIED MATERIAL NOT INTENDED FOR DELIVERY TO A DESTRUCTION FACILITY OR TO CARRY PERSONAL ITEMS.

b. WHEN PLACED IN USE, THE BAG SHALL BE MARKED WITH THE ROOM NUMBER AND TELEPHONE NUMBER OF THE OSD COMPONENT. IF THE BAG CONTAINS TOP SECRET MATERIAL, THE BAG SHALL BE MARKED WITH A SERIAL NUMBER.

c.. CLASSIFIED WASTE MATERIAL SHALL BE PLACED IN A BAG. THE CONTENTS OF THE BAG SHALL NOT EXCEED 10 POUNDS ~~OR~~ **THREE-FOURTHS** OF THE BAG ' S CONTENT. WASTE MATERIALS SUCH AS **UNCLÁSSIFIED** PAPERS, DISCARDED FOOD AND BEVERAGE CONTAINERS, GLASS , METAL, NEWSPAPERS, MAGAZINES, OR SIMILAR ITEMS SHALL NOT BE PLACED IN THE BURN BAGS .

d. THE FILLED BAG SHALL BE SEALED WITH 1 INCH MASKING TAPE OR THE OPEN END FOLDED AT LEAST ONCE AND STAPLED EVERY 2 INCHES.

e. PERSONNEL SHALL COMPLETE THE DESTRUCTION CERTIFICATE AS DESCRIBED IN **PARAGRAPH** 9-103 D. , **ABOVE**. **THE** BURN BAGS SHALL BE DELIVERED TO DESIGNATED COLLECTION POINTS AT SPECIFIED TIMES. FOR INFORMATION ON THE COLLECTION POINTS OR SPECIFIED TIMES, TELEPHONE **THE** PENTAGON DESTRUCTION FACILITY AT 695-1828.